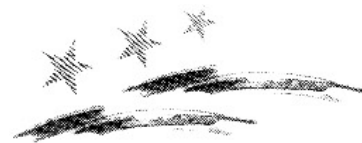


# ARTS EDUCATION TEACHER MINI-GRANT



D.C. Commission on the Arts & Humanities



## APPLICATION GUIDELINES FOR TEACHERS AND SCHOOLS FY 2003

D.C. Commission on the  
Arts and Humanities  
410 Eighth Street, NW, Fifth Floor  
Washington, DC 20004  
(202) 724-5613  
(202) 727-4135 FAX  
(202) 727-3148 TDD  
<http://www.dcartc.dc.gov>

Dorothy Pierce McSweeney,  
Chair

Anthony Gittens,  
Executive Director

Government of the  
District of Columbia  
Anthony A. Williams, Mayor



### □ Deadline

**Tuesday, December 3, 2002 at 6:00 p.m.**

All applications must be received at the Commission office by this time.

### □ Teacher Mini-Grant Program Workshops

Assistance in preparing applications is available at the following workshops for teachers and school representatives, to be held on:

- *Wednesday, November 13, 4-5:30 PM*
- *Thursday, November 21, 4-5:30 PM*

All workshops are at the D.C. Commission on the Arts and Humanities, 410 8th Street, NW, Fifth Floor, Washington, DC (METRO: GalleryPlace/Chinatown or Archives/Navy Memorial)

### ..... About the Arts Commission

The D.C. Commission on the Arts and Humanities is the official arts agency of the District of Columbia. The mission of the Arts In Education program is to encourage and advance learning in and through the arts for all children and youth of the District of Columbia.

### About the Arts Education Teacher Mini Grant Program (TMG)

The D.C. Commission on the Arts and Humanities is pleased to again offer the Arts Education Teacher Mini-Grant Program during FY2003. The purpose of the grant is to encourage creative arts education projects in D.C. Public Schools and Public Charter Schools and to support the development and implementation of innovative teaching strategies to support DCPS Arts Content Standards. Activities must occur between October, 2002 – September, 2003

The Mini-Grant Program is divided into two categories:

*Arts Curriculum Development* **and** *Artist Residency Program*

See page two of the application for types of projects funded and eligibility requirements

### About the Workshops (see dates listed above)

The TMG workshop is recommended for all applicants and grantees. The workshop offers technical assistance in the following areas: application procedure, criteria for funding, and examples of eligible projects. **It is recommended, regardless of prior funding, that all applicants attend one of the sessions.** Please notify Mary Liniger Hickman, AIE Coordinator, regarding which session you will attend.

### Accessibility Services

Persons needing accessibility accommodations for Commission services and programs may contact the Commission's 504 Coordinator, Mary Liniger Hickman, at (202) 724-5613 or (202) 727-3148 TDD to request assistance.

The D.C. Commission on the Arts and Humanities is supported in part by the National Endowment for the Arts.



---

## Eligibility

### Access and Equal Opportunity

Federal and District of Columbia statutes require all applicants to comply with laws and regulations governing nondiscrimination. These include: Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; Title IX of the Education Amendments of 1972, as amended (20 U.S.C. Sections 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Section 794), and the Americans with Disabilities Act of 1990 (42 U.S.C. 12101-12213) which prohibits discrimination on the basis of disabilities; and the D.C. Human Rights Act of 1977.

---

### Grant Eligibility

This grant is available to arts teachers (visual arts, music, dance, creative writing and theater), grades pre-K-12, in D.C. Public Schools and Public Charter Schools. Non-arts teachers may only apply to the program if partnering with an arts teacher. Teachers may receive up to two professional development/curriculum development grants per school year; schools may receive up to two residencies per year. Schools may apply for an artist residency only as part of their arts program; funds may not be used to augment teacher salaries during the normal school day. The Commission is unable to fund projects that are already receiving Commission funding through another grant program. **This is a competitive grant; applications will be awarded funds on the basis of project impact, artistic merit, and realistic budgeting. All grants are contingent upon the availability of funds.**

---

## We Do Not Fund

Arts Education Teacher Mini-Grants may not be used to:

- \*Purchase computers or other equipment with a value of \$500 or over per unit and with a life expectancy of more than two years
  - \*Pay for food
  - \*Pay for stipends (other than artist residency honorariums)
  - \*Pay for materials not directly related to the proposed project
  - \*Pay for programs already supported by the Commission's other grant programs
- 

## Grant Amounts

Funds from the Arts Education Teacher Mini-Grant Program are able to provide \$500-\$1,500 competitive grants to teachers. There is no matching requirement for the grant, however, expenses over the grant amount should be detailed.

---

## Types of Grants

### Curriculum Development/Professional Development Mini-Grant

Grants up to \$500

Curriculum/Professional Development Mini-Grants may be used to Develop and/or create innovative instructional strategies that enhance student learning outcomes in the arts or through arts-integrated curricular activities.

### Artist Residency Mini-Grant


Grants up to \$1,500

Artist Residency Mini-Grants may be used to host a residency with an artist from the Arts Commission's Artist Roster. An artist in residence can help teachers explore new ways of approaching subject matter and new and different art forms not usually available at the school. Artist residencies may include activities such as lecture/demonstrations and workshops. A residency may be between three days to two weeks in length; artist honoraria should be no less than 50% of the total grant request.



ARTS EDUCATION TEACHER  
MINI GRANTS

APPLICATION DEADLINE:  
Tuesday, December 3, 2002 at 6:00 p.m.

 **SUBMIT: ONE ORIGINAL PACKET** and **3 COPIES**, COLLATED,  
BINDER CLIPPED or STAPLED, of the signed application form and its  
attachments. Please type (12 point).



**Application For (check one):**

- ☐ **Curriculum Development/Professional Development Mini-Grant (Teacher-Only Application, up to \$500)**
- ☐ **Artist Residency Mini-Grant (Teacher or School Application, up to \$1500)**

Applicant's Legal Name \_\_\_\_\_ Social Security# \_\_\_\_\_

School Name: \_\_\_\_\_

School Address: \_\_\_\_\_

Address(P.O. Box not accepted) \_\_\_\_\_

\_\_\_\_\_ Washington DC, Zip Code \_\_\_\_\_ Ward# \_\_\_\_\_

Telephone \_\_\_\_\_(day) \_\_\_\_\_(eve) Fax \_\_\_\_\_ email \_\_\_\_\_

**PLEASE ATTACH THE FOLLOWING TO THE APPLICATION FORM**

**Collate in the exact order listed below. Use 8 1/2" X 11" sheets.**

- ☐ Project Description – Describe project goals, objectives, number of students served (if applicable), and evaluation process. Please describe how the project meets DCPS content standards, and list specific standards. For professional development application, describe how professional development activity will benefit participant(s);
- ☐ Complete project budget (see back page of application) and include a narrative explaining all expenses;
- ☐ No more than four items of additional materials (letters of support, programs, brochures, work samples, etc.);
- ☐ Biography and/or resume of artistic personnel involved in the project.

Applications must not exceed ten (10) pages total.

I hereby certify that the information in this application and its attachments are true and correct to the best of my knowledge.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

# ARTS EDUCATION TEACHER MINI-GRANT

## Project Budget

Please make sure your income and expense columns equal each other. If you have expenses not covered by the grant, please detail how they will be covered (applicant cash, school funds, etc.) If your budget will vary significantly from the budget forms below, please attach a budget narrative that details income, expenses, and budget notes where appropriate.

### Curriculum Development/Professional Development Grant (\$500 maximum)

#### Income

Teacher Mini Grant request \_\_\_\_\_

Outside Income (please detail) \_\_\_\_\_

**Total Income** \_\_\_\_\_

#### Expenses

Fees \_\_\_\_\_  
(class registration, tuition, etc.)

Materials/Supplies \_\_\_\_\_

**Total Expense** \_\_\_\_\_

### Artist Residency Grant (\$1500 maximum)

#### Income

Teacher Mini Grant request \_\_\_\_\_

Outside Income (please detail) \_\_\_\_\_

**Total Income** \_\_\_\_\_

#### Expenses

Residency Artist's Fees \_\_\_\_\_  
(minimum three days, \$210 per day)

Materials/Supplies \_\_\_\_\_

**Total Expense** \_\_\_\_\_

**\*Note: Use of grant funds to purchase equipment of \$500 or more per unit, with life expectancy of more than two years is not allowable.**